

DISCLOSURE RULES & REQUIREMENTS FOR EXPORTING FROM THE MICDA ENCLAVE

REVIEW REQUIREMENTS BELOW AND SUBMIT CHECKLIST FOR DISCLOSURE TO: HRSRDADISCLOSURE@UMICH.EDU

1. All materials proposed for export from the enclave are subject to disclosure review. Review of intermediate results should be done in the MiCDA Enclave. Export requests should only include presentation/publication ready files.
2. Any output that could potentially identify respondents or small geographic areas, either directly or inferentially, cannot be removed from the enclave.
3. No datasets or data elements may be removed from the enclave (i.e., no datafiles from STATA, SAS, or SPSS, etc.), including restricted or public data; including data or variables that are derived from the restricted or public data.
4. All program output of analysis results and program code will be reviewed by HRS staff prior to removal from the enclave. Program output of analysis and code **MUST** meet the following criteria:
 - a. **OUTPUT REQUIREMENTS:**
 - i. Restricted Data: Page 1 of the output must include definitions and frequencies for all variables used in the analysis (e.g., tables, cross-tabulations and regressions) and a description of the sample or sub-sample used including sample size(s);
 - ii. Cell size suppression: cell sizes for restricted data may not be below 3; A value of *zero* does not violate the minimum cell size policy. In addition, no cell can be reported that allows a value of 1 to 3 to be derived from other reported cells or information. For example the use of percentages or other mathematical formulas that, in combination with other reported information, result in the display of a cell containing a value of 1 to 3 are prohibited
 - b. **FORMAT & LENGTH:**
 - i. Export request should be in presentation/publication ready format in a WORD/PDF or Similar file type
 - ii. Due to the extremely time consuming nature of review, the output must be limited to 1 file not to exceed 50 pages. Turnaround is estimated at 5 business days/50 pages.
5. Output of analysis based on restricted data must **exclude** the information below:
 - a. Listing or description of data at the individual or household level;
 - b. Listing, description, or identification by number, by name, or by descriptive information of any restricted geospatial data that show any geographic area below the Census Division level, including place, tract or tracts, zip code, county, state, etc.;
 - c. Maps, scatterplots, or graphs with any values, labels, or features (such as landmarks, road networks, original tract shape or physical features) that allow restricted geospatial data (e.g., place, tracts, zip codes, counties) to be identified or that show any geographic area below the Census Division level, including place, tract, block group, block, ZIP code, city, county, or state; and
 - d. Summary statistics (including frequency distributions), tabulations, or graphs (including scatterplots and maps) that have cell sizes under 3 observations.

Disclosure Rules for Presentations, Working Papers, and any Type of Publication:

Researchers must agree to exclude from any type of working paper, publication or presentation, the following information:

- a. Listing or description of data at the individual or household level, microdata;
- b. Listing, description, or identification by number, by name, or by descriptive information of any restricted geospatial data that show any geographic area below the Census Division level, including place, tract or tracts, zip code, county, state, etc.;
- c. Maps, scatterplots, or graphs with any values, labels, or features (such as landmarks, road networks, original tract shape or physical features) that allow restricted geospatial data (e.g., place, tracts, zip codes, counties) to be identified or that show any geographic area below the Census Division level, including place, tract, block group, block, ZIP code, city, county or state; and
- d. Summary statistics (including frequency distributions), tabulations, or graphs (including scatterplots and maps) that have cell sizes under 3 observations.

Please also see the [MiCDA Data Enclave Acceptable use Policy](#)

HRS DISCLOSURE REVIEW CHECKLIST (to be submitted with disclosure review request):

RDA#:

Name of requestor:

MiCDA Username:

File and path requested for export from Enclave:

SFTP destination folder:

Please confirm the following:

1. Disclosure review request includes only programming codes and/or analysis results (i.e., no data)
2. Output files are provided for analyses based only on restricted data
3. Output file is in presentation ready format such as Word (.docx) or Portable Document Format (.pdf)
4. Review request does not exceed 50 pages
5. First page of analytic results includes a description of the analysis including a description of the sample or sub-sample used
6. First page of results for restricted analyses includes definitions and frequencies for all variables used in the analyses (e.g., tables, Cross-tabulations and regressions)
7. Analytic results do not include:
 - a. Summary statistics, tabulations, or graphs that have cell sizes under 3 observations. A value of zero does not violate the minimum cell size policy. In addition, no cell can be reported that allows a value of 1 to 3 to be derived from other reported cells or information. For example the use of percentages or other mathematical formulas that, in combination with other reported information, result in the display of a cell containing a value of 1 to 3 are prohibited.;
 - b. Listing or description of data at the individual level, export or micro data is prohibited;
 - c. Listing, description, or identification by number, by name, or by descriptive information of any restricted geospatial data, including place, tract or tracts, zip code, county, state, etc.;
 - d. Maps, scatterplots, or graphs with any values, labels, or feathers (such as landmarks, road networks, original tract shape or physical features) that allow restricted geospatial data (e/g/, place, tracts, zip codes, counties) to be identified or that show any geographic area below the Census Division level, including place, tract, block group, block, ZIP code, city, county or State.